
Alcohol & Tobacco Control

Alcoholic Beverage Retail Dealer Change of Location Instructions

Prior to relocating an on-going alcoholic beverage retail business (moving your business from one physical location to another), the permit holder shall complete the following procedures (*Note: your current permit is NOT VALID at any location other than that listed on the permit*).

1. The permit holder or an authorized representative of the permit holder shall submit to ATC written notification of the proposed location change. The notification must include the following:
 - i. The complete name of the permit holder as it appears on the current permit;
 - ii. The permit number;
 - iii. The current physical address as it appears on the permit;
 - iv. The date of the proposed location change;
 - v. The new physical address; and
 - vi. The printed names, signature and title of the authorized representative submitting the notification.
2. Submit a diagram of the new premises.
3. Obtain and post a Notice of Intent Poster at the new premises to be licensed. *Note: the notice of intent posters must hang at the new premises for at least 15 days prior to the location change if there has not been an alcoholic beverage permit of the same type and class issued for the premises within the previous 6 months.*
4. Run a newspaper ad in the local newspaper for the new location and provide proof of publication to ATC.
5. Submit a lease or proof of ownership for the new premises.
6. Apply for a local alcoholic beverage permit for the new location and provide ATC with proof of the new local permit.
7. Submit a check or money order for \$10.00 for the new permit.

An ATC Agent will contact you to inspect the new location prior to the issuance of a permit